



Agency Guide to: *Minority and Women's Business Enterprises*

Promoting and monitoring the use of minority- and women-owned businesses on state contracts

The State of Indiana is committed to utilizing diverse contractors for state contracts. The Governor's Commission on Minority and Women's Business Enterprises sets annual goals for the participation of MBEs and WBEs on state contracts; the Minority and Women's Business Enterprises Division focuses on reaching those goals by promoting the use of MBE and WBE vendors on state contracts.

GOALS AND REPORTING

- The Commission sets annual goals each year based on a Statistical Analysis of Utilization of state contracts.
- Goals are attained based on total dollars spent by an agency or its prime contractors with MBE and WBE firms that are certified by IDOA.
- The Commission submits a semi-annual report to the Governor and the Legislature reporting agency progress toward goal attainment.

2009-2010 Goals	MBE Participation	WBE Participation
Construction	7%	5%
Professional Services	8%	8%
Supplies	4%	9%

DATA INTEGRITY AND COLLECTION

IDOA has simplified agency reporting requirements by implementing systems to capture MBE and WBE data using existing processes. Processes now capturing MBE and WBE data include PeopleSoft purchase order creation and electronic EDS creation. For these systems to operate, agencies must ensure that all data captured is accurate and complete.

For additional information, please contact:

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PURCHASING TECHNIQUES

Requests for Proposals yield the best MBE/WBE results due to the evaluation system. Through the 100 point system, MBE and WBE subcontracting by the prime can earn up to 20 points, which strongly encourages MBE and WBE use.

Sole Source and Special Procurements for Professional Services can make goal attainment difficult. However, an agency may require a selected vendor to reach the subcontracting goals or provide proof of a good faith effort.

Bids and quotes should be sought from agency purchasing officials from at least one MBE and at least one WBE to ensure that these firms have and opportunity to compete.

TIPS FOR SUCCESS

- Set staff expectations about goal attainment.
- Monitor progress.
- Inform prime contractors if their proposed participation is inadequate.
- Encourage the use of MBE and/or WBEs for unspecified subcontracting opportunities in prime contracts.
- Discourage avoidable changes in project scope that may eliminate subcontracting once a project begins.
- Assign staff to respond to inquiries from certified firms and actively develop relationships with those vendors that meet your business needs.
- Participate in IDOA-sponsored matchmaking events and networking opportunities.

